

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 21 JANUARY 2005**

**I. CEFMS:**

A. We completed our analysis of the enhancement (category eight) problem reports approved by the CEFMS Configuration Control Board (CCB) on 17 Nov 04. We submitted our cost and hour estimates for each enhancement problem report to HQUSACE. We closed category eight problems reports that were not reviewed and voted on by the CCB in Nov 04. This action was approved by the CCB.

B. We corrected a problem with a CEFMS failure to insert transactions into the disbursement transaction register for Prompt Pay Interest. In addition, we added additional error descriptions in the disbursing program to quickly identify any future failure conditions.

C. We developed and are currently in the process of implementing a process that will send an automatic email notification to Accountants who rely on updates to the Agency Location Code Master File. An email will be sent when more than five calendar days pass with no update from Treasury to the Agency Location Code Master File.

D. We prepared a response to the DFAS Intra-Governmental Transaction System (IGTS) Project Office on the documents they sent for our review on 23 Dec 04. We are awaiting a response from them to reschedule their site visit to review our financial system (CEFMS) and collect data.

E. We installed the updated software for the Wineft Program at the UFC and performed a live field test. This program generates the file for vendor and traveler payments that is submitted to the Federal Reserve Bank on a daily basis. We also installed the updated version of the program Winstubs at the UFC. This program sends a notification to a vendor or traveler for any payment made to them. As part of the field test, we reset the flag on a previous travel settlement to a UFC Employee and sent the notification to this employee by e-mail. We also added a statement to the payment notification stub to alert employees where to view travel settlement information within CEFMS.

F. Due to previous problems, we are setting up a dedicated PC in our office to test the HQUSACE Information Assurance Vulnerability Alert (IAVA) releases to ensure the releases do not affect UFC PCs which are executing disbursing processes. The special UFC

Disbursing PCs communicate directly from the PC to the CEFMS database using SQL net and have programs written for specific Treasury Fedline System applications. If problems are discovered, we will resolve them before IAVA is released to UFC PCs.

G. We revised several Budget vs Actual Expense reports in the Operating Budget Module so that users have the option to include Cross Charge Labor costs recorded on their database by employees from other USACE activities. These labor costs reflect labor and overhead costs charged against the USACE activity's projects by employees from a different activity and are recorded with the other activity's org code. Users will now be able to see information in the budget reports for all costs entered against a project or an appropriation, even though some of the costs were recorded by another activity's employees, through the Cross Charge Labor process.

H. We revised the Foreign Currency Revaluation Fund Requirement Report to identify work items that will be revalued and are linked to P2 activities. Project managers will use the revised report to determine the dollar value required to successfully revalue the budget rate associated with the contract. P2 budgeted amounts should then be adjusted (increased or decreased) dependent on the fluctuation of the budget rate. We also tested the revaluation of a foreign currency budget rate to ensure that database triggers would allow P2 budgeted amounts to be exceeded if the source of updates is initiated by the execution of the revaluation program. This is an exception to the rule that no action may occur within CEFMS that would cause the P2 budget to be exceeded.

I. We enhanced edits in the automated transmission of government order billings between USACE activities. If the outstanding bill from the performing activity will exceed the authorized amount of the government order on the requesting activity database, transmission of the bill will fail and the record will be updated with a new error code identifying the cause for the error.

J. We continue work on clearing discrepancies in the accounts payable universe between the government and the public files provided to DoDIG auditors. We identified various causes for the payable to have been established in one payable general ledger but to have been cleared from another. Some causes include the correction of the debtor class code of the vendor, correction of the MOA code on the supporting purchase request, and conversion from a government training request to an IMPAC credit card obligation. We are also in the process of correcting CEFMS programming that may cause a discrepancy if the condition still exists.

K. We corrected the reoccurring payment view screens accessed from the Reoccurring Obligation sub-menu and from STAT.1 (Obligation Status screens) so users can view invoices related to the obligation entered in the initial query without requiring any additional information.

L. We continue to make CEFMS programming changes to correct reimbursable expense records that are added in IATS as "Per Diem Type" when these records should have been added as "Other Miscellaneous Type." This is a recurring problem. We requested an edit in the next IATS release that will prevent selection of incorrect codes when processing adjusted settlements.

M. HQUSACE (CECI) has reviewed our DoD Information Technology Security Certification & Accreditation Process (DITSCAP) package prior to the Designated Approving Authority (DAA, Mr. Berrios, signing it. The only remaining issue is the receipt of signed copies of our Memorandums of Agreement (MOAs) with proponents of all interfaced systems. We are working those and should have them submitted to HQUSACE within the next week.

N. We coded and released a new report for CEFMS Access Request Managers to review and evaluate access request data inconsistencies and errors at their activity. The report lists all access permissions that were not present at the time the access request was officially approved and applied.

O. We added a new general ledger correlation to the CEFMS tables so that an activity can perform cost transfers of interest charges from direct cite funding accounts.

P. We improved the Customer Order Detailed Cost Report which is the cost report used to support FEMA billings. The improved report now provides detailed information on interest cost payments and it no longer lists duplicate miscellaneous reimbursement costs. As a result, the report will fully support the billed amount. This improvement should assist USACE activities in receiving more timely reimbursements.

Q. We accomplished the following in the asset area: (1) generated first quarter FY05 asset audit files for Construction in Progress (CIP), land, intangibles, buildings and structures, and equipment; (2) reconciled Standard General Ledger (SGL) balances with subsidiary balances in CEFMS and CEEMIS; (3) provided text file and EXCEL spreadsheets for the CIP universe to DoDIG auditors; (4) modified the Purchase Request (PR) line item edit that was generating erroneous error messages to users so that the edit now

conforms to capitalization and Plant Replacement and Improvement Program (PRIP) thresholds; (5) modified CEFMS to prevent users from making plant increment adjustments to non-PRIP assets; and (6) continued work on reconciling and updating CEFMS useful life data manager table with DoD FMR and Corp Unique Assets tables in guidance CERM-F provided to all USACE activities.

R. We developed an Appropriation Expenditure Authority Users Manual. This manual covers the CEFMS procedures required to obtain authorization to disburse funds for the following appropriations and will be used by UFC employees who obtain expenditure authority and by USACE employees who execute these appropriations:

<u>Appropriation</u>	<u>Description</u>
96 89 X 4045	DEPT OF ENERGY, BONNEVILLE POWER ADMINISTRATION
96 20 X 8861	INLAND WATERWAY TRUST FUND
96 69 X 8083	DEPT OF TRANSPORTATION, FEDERAL AID TO HIGHWAYS
96 NA X 8333	COASTAL WETLANDS RESTORATION TRUST FUND

S. We have made numerous adjustments to the Revolving Fund Results of Operations Report, the Revolving Fund Recon Report, and the Revolving Fund Results of Operations and Revolving Fund General Ledger Recon Report to incorporate the new policy on Unfunded Depreciation Expense for items less than 250K.

## II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	804	871
Priority #1 Problems	52	62

Received 178 new problem reports and completed 245 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	56	51
One	0	2
Two	3	6
Three	1	1
Four	0	1
Nine	1	0
Ten	1	0
Twenty	0	1

### III. ACCOUNTING OPERATIONS:

#### A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	233
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	4
TOTAL:	262

#### B. DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH Jan 01-18	YEAR TO DATE Oct 01-Jan 18
CHECK:		
CHECKS ISSUED	6,449	41,394
PERCENT OF TOTAL	11%	12%
DOLLAR AMOUNT	\$60,167,458	\$423,650,607
EFT:		
TRANSFERS MADE	24,412	171,562
PERCENT OF TOTAL	89%	88%
DOLLAR AMOUNT	\$903,200,639	\$5,226,472,940

\*percentages adjusted for utility checks which do not have to participate in EFT.

### IV. OTHER UFC ISSUES:

A. The Accrued Leave Analysis for the end of the 2004 leave year was submitted on 18 Jan 05. The UFC leave liability was only 91.23% funded at that time. Unexpected administrative leave was granted due to weather conditions on 22-23 Dec 04. There was an early base closure on the afternoon of Wednesday, 22 Dec 04 and an all day closure on Thursday, 23 Dec 04. Since this was the pay period prior to the final pay period used in the analysis and so many employees were using leave during the last pay period of the year, there was not time to adjust the rates and recoup the funds needed. The rates have been changed in January to start recouping the funds in 2005 and return our accounts to the allowable range.

B. The preliminary planning phase of the UFC competitive sourcing study is progressing on schedule. Sytel Infrastructure Services, the contractor providing assistance in development of the Finance Center's preliminary planning documentation, visited the UFC on 11-13 Jan 05. Discussions were held with key personnel concerning the study scope, and the identification and availability of workload information.

C. Three UFC representatives participated in the Corps Budget Officers Users Group (COBUG) VTC held on 18 Jan 05. The discussion topic that was of particular concern to the Finance Center was the potential of a 10% across the board reduction in USACE overhead expenses. Since the entire UFC operation, including CEFMS maintenance, is an overhead organization, that could equate to a 10% reduction in staffing. The only way to accomplish a staff reduction of that size would be by reduction in force. Such a cut would have a significant adverse effect on the accuracy and timeliness of finance and accounting services and the integrity of CEFMS.

D. The UFC has completed its update in the Information Technology Investment Portfolio System (ITIPS) for the FY07-11 Information Technology CEFMS and CEEMIS budgets. The costs of maintaining these systems over the next few years are projected to increase only as a result of inflation.

E. The Joint Staff Integrated Vulnerability Assessment Team (JSIVA) and Mid-South Anti-Terrorism Officer (ATO) visited the UFC Security Manager on Tuesday, 18 Jan 05 to discuss Force Protection. The JSIVA wanted to make sure the NSA Mid-South security program was well communicated and established. The UFC has coordinated with and submitted a complete Force Protection Plan to Naval Support Activity (NSA) Mid-South which will be integrated into the NSA Mid-South Force Protection Plan.

F. The UFC Security Manager participated in a Live ENGLink training session on 19 Jan 05 that provided an overview of the new "Force Protection Funding Requirement System" (FPFRS) located on ENGLink. This system for centrally funding force protection facility upgrades is designed to provide a standardized mechanism for calculation and validation of security-related budget requests and identification of the facilities with which the budgets are associated. This system provides capabilities to prioritize budgets at various organizational levels and initial prioritization based on budget type.

G. We have begun pulling funds for aged Oil Pollution Act (OPA) bills via the Intra-governmental Payment and Collection (IPAC) System. This is the result of an agreement between HQUSACE, SWD, the Environmental Protection Agency (EPA) and the Coast Guard (CG) which serves as the EPA's finance center. When we are notified by SWD that they have sent the necessary supporting documentation to EPA and that EPA has acknowledged receipt we are collecting the funds owed on many of the delinquent bills. We have processed several entries in January as a test to ensure that no problems are encountered and EPA/CG does not reject our IPAC entries. As the process is perfected, we will proceed with more entries. This new procedure should help reduce our over aged receivables and get a faster turnaround on our OPA collections.

H. The DFAS Travel Systems and Procedures Offices has begun preparations for Windows IATS (WinIATS) version 6.04 release. The timeline established for the Systems Acceptance Test (SAT) at the UFC is 5 - 18 Mar 05.

I. The UFC Travel Division is currently processing PCS vouchers received on 10 Jan 05.

J. The CFO/Civil Reports Division completed submission of the 1st quarter Civil Works Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, Statement of Financing and accompanying footnotes. We met the reporting deadlines of the accelerated schedule and provided response to inquiries from DFAS-Arlington and the Office of Secretary of Defense Comptroller. We continued to participate in daily teleconferences regarding the statements and notes until 21 Jan 05, when the statements were submitted to the Office of Management and Budget.

K. The CFO Division's requests from other Federal and DoD agencies for supporting documentation on the intra-governmental transaction and reconciliation information associated with the waived entity data we provide increased at the end of first quarter of FY05. We estimate that the number of requests will continue to grow and we have planned accordingly. We plan to increase our manpower resources with two contract employees in the CFO Division to process the additional requests.

L. The U.S. Treasury Federal Agencies Centralized Trial Balance System (FACTS II) 1st quarter budgetary reporting and the Monthly (formerly Quarterly) Receivable Report were completed and submitted on time.

M. UFC personnel continue to put forth extensive effort in working with DFAS on establishing crosswalks to submit daily transactions from CEFMS to the DFAS Corporate Information Infrastructure (DCII), and on clearing suspended (rejected) first quarter transactions. Of the four million transactions submitted, 2735 transactions still remain in suspense. The suspended items await action by DFAS and will be cleared by them. We will be unable to submit transactions for January until the October report period in DCII is cleared of suspended transactions and closed.

N. We have been working with Bob Benefiel and Dan Valdez from DFAS-Denver to provide CEFMS information that will be included in the Air Force assertion package on their Funds Balance with the Treasury reconciliation process. The requested information will be loaded on the DFAS ePortal page for easy access and so that it will be available to support other DoD CFO assertions needed in the future.